

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair
John Van Dyck, Vice-Chair
Corrie Campbell, Erik Hoyer, Thomas Katers

EDUCATION & RECREATION COMMITTEE

Thursday, September 5, 2013

5:30 p.m.

Barkhausen Waterfowl Preserve

2024 Lakeview Drive

Suamico, WI

****TOUR OF BARKHAUSEN IMMEDIATELY FOLLOWING MEETING****

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY
TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA.

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 15, 2013.

Comments from the Public

1. Review minutes of:
 - a. Library Board (July 18, 2013).

Communications

2. Communication from Supervisor Vander Leest re: Create an ordinance requiring the Golf Course to create a Golf Course Maintenance Fund and a policy that splits excess revenue between 75% to the Golf Course Maintenance Fund and 25% to the General Fund. *Motion at July meeting: To review in September.*
3. Communication from Supervisors Van Dyck and Lund re: Consider the implementation of a Facility Maintenance Fee or Tax on event tickets for the Brown County Arena, Resch Centre and Shopko Hall to support ongoing maintenance requirements of these facilities. *Referred from August County Board.*

Resolution

4. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control.

Library

5. Approval of Resolution Opposing AB288.
6. Library Report.
7. Director's Report.

Golf Course

8. Budget Status Financial Report for July, 2013.
9. Superintendent's Report.

Museum

10. Budget Status Financial Report for July, 2013
11. Attendance and Admissions - July, 2013.
12. Attendance – 5 Year Span.
13. Sales Report.
14. Director's Report.

Park Management & New Zoo

15. Parks Budget Status Financial Report for July, 2013.
16. Parks Division - Assistant Director Report.
17. Zoo Operations Reports for August, 2013.
 - a.
 - i. Admissions, Revenue, Attendance Report.
 - ii. Gift Shop, Mayan Zoo Pass Revenue Report.
 - b. NEW Zoo Education & Volunteer Programs Reports for July, 2013.
 - c. Curator Report.
 - d. Zoo Director Report.
 - i. FOX 11 programs weekly;
 - ii. Zoo Society meeting held on 08-19-13;
 - iii. New Animal Hospital conceptual work and sit prep ongoing;
 - iv. 2014 Zoo & Park Management Budget work;
 - v. Feast with the Beasts held on 08-05-13;
 - vi. WPS Foundation breakfast and check presentation held on 08-27-13;
 - vii. Black top repairs and replacement prep work completed for September install/work;
 - viii. Children's Zoo fencing prep work completed for September install;
 - ix. Brown County NEW Zoo monetary receipts, disbursement and deposit audit completed by Brown County Internal Auditor.

Resch Centre/Arena/Shopko Hall - No agenda items

Other

18. Audit of bills.
19. Such other matters as authorized by law.
20. Adjourn.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Wednesday August 15, 2013 at in Room 200, Northern Building, 305 E. Walnut Street, Green Bay Wisconsin.

Present: Vice Chair Van Dyck, Supervisor Campbell, Supervisor Williams, Supervisor Hoyer
Excused: Chair Vander Leest
Also Present: Rolf Johnson, Doug Hartman, Neil Anderson, Scott Anthes

I. Call to Order.

The meeting was called to order by Vice Chair Van Dyck at 6:35 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of July 1, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public None

1. Review minutes of:

- a. Library Board (June 20, 2013).

Motion made by Supervisor Campbell, seconded by Supervisor Williams to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Museum

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to suspend the rules, and put together items 2-5. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Attendance and Admissions – July, 2013.

3. Attendance – 5 Year Span

4. Sales Report.

5. Marketing Survey Report.

Museum Director, Rolf Johnson handed the Committee a Budget Report (attached).

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

6. Resolution re: To Appropriate Excess Fund Balance for Museum Planning.

Johnson shared he was appreciative of the dialog exchanged in last month's meeting; it has helped him sharpen his case a little more.

Johnson shared he was open for more questions, and expressed his desire for the Committee to support the plan.

III

Vice Chair Van Dyck asked if Johnson changed the scope of what the \$100,000 is going to be for. Johnson answered they didn't change it, more so, they bundled it. They've taken various activities and pulled them together for a Master Plan, and are creating a better alignment of their elements. He and his staff want to bring in 100,000 people a year, and are looking at ways to increase their membership. Ideally they want to move towards a privatization institution, and are hoping the private sector will understand what they are trying to do.

Johnson stated that he does feel that replacing the permanent exhibit is part of the plan to bring more people through the doors.

The foundation is in the loop, they understand the need, and they have their board meeting on Tuesday.

The question is still there if there is going to be a Cultural Campus, but in the meantime, Johnson reminded the committee he was hired to transform the museum, in order for him to do that, he needs to look at other opportunities, and start planning now.

Van Dyck said he still doesn't support the resolution, but would be willing to support a portion. Looking at it from a business perspective; it has had financial problems that need to be addressed. Part of this to him is the confusion of talking about an expansion when it's unknown if the exhibit will be in business tomorrow, it seems a little backwards. He supports the study of the business plan to go forward to present and convince how it will be buyable, and if convincing, then fine, another 50,000- 60,000 or so could be worked out for the permanent study. Van Dyck questioned spending 50,000 to replace the exhibit when there are serious questions about the operability of the museum on a long term basis. To him, those need to be answered first.

Johnson said he understands and respects the opinion of the committee, and that is why he is now characterizing this now as a "Master Plan", which will emphasis more on issues Van Dyck has addressed.

The resolution was passed at the last Administration Committee meeting, and will be represented at the full County Board meeting.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to approve. Vote taken. MOTION FAILED – 2 ayes/ 2 nays. Ayes: Supervisor Williams and Supervisor Hoyer | Nays: Supervisor Van Dyck and Supervisor Campbell

7. Budget Adjustment 13-63: Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to approve. Vote taken. MOTION FAILED - 2 ayes/ 2 nays. Ayes: Supervisor Williams and Supervisor Hoyer | Nays: Supervisor Van Dyck and Supervisor Campbell

8. Director's Report.

Johnson shared his Director's Report in summary:

III

Museum Planning: goals are to attract more visitors by 2015, and more members by 2016, leverage museum's centennial in 2015 to launch major capital campaign and related fundraising, create new updated exhibit, and adopt a more sustainable model for the museum.

Centennial Planning: underway, VIP "Kick-Off" is on September 10. Distributed to the committee were "save the date" cards. Influential people invited to represent the 100 years. Presenting the vision and where they would like to take it.

Exhibits: arcade exhibit will run through September 2nd, it is doing well. Phase II Port of GB exhibit is going well, too.

Administration: job applications are in review for the new position at the museum. Structural changes have been made to the table of organization. They are in the process of interviewing an assistant director, education specialist, and assistant curator. Collections manager has been rehired. Goal is that by the end of August, early September to fill the positions.

Cultural Campus: no major update.

Governing Board: did not meet in July, but will meet August 12.

Neville Public Museum Foundation: continuing internal work on meeting 2013-2014 fundraising targets for exhibits and programs.

Misc.: the session, "Downtown Master planning" took place on June 27. Tall Ships Festival is August 16-18, outdoor (attached). "Packers Heritage Trail" map has been installed. Museum hasn't been much involved in Tall Ship, but will be much more involved in this festival.

Supervisor Campbell shared she enjoyed the WIXX Night of the 80's Arcade, it was well done and the family interaction was good to see.

Johnson feels strong they are going to exceed their revenue target \$1,750.00, and try to at least double that amount next year.

In regards to addressing "skin in the game" to the County Board, Van Dyck asked Johnson if the \$100,000 is spent for the plan, and the study is done for the permanent exhibit and it concludes that 2 million needs to be spent on a permanent exhibit... is there an expectation that the County has to invest in that as well? Johnson, answered, no, the foundation raises all the money for the exhibit. Working with the private sector is Johnson's specialty and capitol campaign will help with that, too.

Johnson added that if they want to privatize, County should get out of the museum business, although maintain collections and public trust with a baseline support. Johnson can work hard and effectively with the foundation to bring in the private dollars, which is what he's already doing.

Van Dyck asked if the \$19,000 JEM grant was just for the Arcade Exhibit advertising. Johnson answered that was correct, to advertise across the state.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Management & New Zoo

9. Parks Budget Status Financial Report for June, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Action to approve new private access for Reforestation Camp.

Assistant Park Director, Doug Hartman shared they have neighbors that are trying to park in the Reforestation Camp. To make it easier for these neighbors, they want to create an opening in the fence. This makes sense rather than have the neighbors drive miles to the entrance.

They will need to apply and get it approved through the County Board, after that they will just need to do an annual County Board approval.

Motion made by Supervisor Williams, seconded by Supervisor Campbell to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

11. Budget Adjustment No. 13 – 68: Category 2: Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.

Hartman shared the model they chose came in under \$5,000. They will have to do a budget adjustment.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

12. Budget Adjustment No. 13 – 69: Category 5: Increase in expenses with offsetting increase in revenue.

Regarding the boat launch at Bay Shore Park, Hartman said they've done engineering and construction estimates. They have about 4 bids on contractors.

Complaints have come in about the water levels, they're getting very low. They need to get going on the process, they're asking for the transfer to go into the outlay account, which has about \$400,000.

Bay Shore is a very well used boat launch, therefore needs to be worked on right away, and Suamico boat launch will be next.

Motion made by Supervisor Campbell, seconded by Supervisor Williams to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

13. Parks Division - Assistant Director Report.

Shared was the tragic accident that occurred in a natural area last week. Hartman said they are cautioning others of the dangers that could occur. Addressed were two of the six tornados that came into the area. Lilly Lake had a couple of trees down and a bunch of branches all over. 3 miles of the Fox River Trail, that area had branches all over the roads. Staffs were able to clean it up right away, and there were no structural damages.

Van Dyck complemented the efforts that the Parks Department did to clean up the branches on the roads off the trail towards Wrightstown.

III

The Fair is in full swing, Hartman's team have their tent set up there. The weather is great, no rain; attendance should be looking great, too. Supervisor Campbell and Van Dyck shared they were at the Fair for the "Brown County's Supervisor Day at the Fair".

Hartman extended his invitation, which was also emailed to Supervisors, for the Habitat Project. They are hoping for future doors to open, and successful operations.

Motion made by Supervisor Williams, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Zoo Budget Status Financial Report for June, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to suspend the rules, and put items 14 through 16a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Zoo Budget Status Financial Report for July, 2013

16. Operations Reports for June and July, 2013.

- a. i. Admissions, Revenue, Attendance Report.
- ii. Gift Shop, Mayan Zoo Pass Revenue Report.
- b. NEW Zoo Education & Volunteer Programs Reports for May and June, 2013.
- c. Zoo Animal Collection Report for June and July, 2013.
- d. Zoo Director's Report.

NEW Zoo Director, Neil Anderson shared "Feast with the Beasts" event had around 1100 guests, weather was good.

Visitor Center's roof looks fantastic, black top work will be in the process soon, fencing in the children's area will be done during September when kids are in school. Added were new fountains to some of the exhibits, they are working on the interactive map; it'll have videos, sites you can click on, and an app to go along with it.

Anderson shared they received a Certificate of Excellence this year again.

Shared with a committee was a sign created that list facts about the NEW Zoo to create support (attached). The Zoo plans to create this large and cute sign, and plans to have it up in a couple of weeks.

The contract with a firm for the Zip Line is almost finished to sign, in the next couple of days. The line is about 1025 ft. long. There is an adult and child challenge course in plans as well. The completion of these projects (not in operation until next year) will be sometime this November. During that time, they will be training staff. They are looking at the possibility of adding a building for the Ski Program, and another for the Mountain Bike Program, orientation area, and possibly some classrooms.

Recommended was checking out Ski Sales. The dates aren't certain for the sales, and it might be a little early yet.

Motion made by Supervisor Williams, seconded by Supervisor Hoyer to receive and place on file items 14 through 16a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

17. Budget Status Financial Report for June, 2013.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Approve request from Thomas Paplham to purchase a bench in memory of long time Brown County Golfer Bob Prieto.

Golf Course Superintendent, Scott Anthes received a note stating interest in purchasing a bench. The course does have benches out there with names, for the cost around \$400.

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Superintendent's Report.

Anthes shared his Golf Course Report. In summary: Trout Creek Project is finished. They met with Supervisor Van Dyck and Parks and Planning about the extra land. If given the choice, Van Dyck asked Anthes if he were to choose between having \$300,000 to spend on the Golf Course or to have a driving range, which he would rather have. Anthes answered he would rather increase the Golf Course. The Golf Course Project should be finished by Tuesday; there are only a few more greens to finish. Anthes presented some pictures of the gradual process of the greens (attached). The committee should be receiving weekly updates. The project started off slow, but boomed. Anthes shared he's very pleased with the contractors, and highly recommends their service. The rates are \$18 for 18 holes, or \$9 for 9 holes, which is very good, and they are looking at putting in an ad in a paper. Coming up is the Children's Charity. Usually raised is around \$60,000 for a local children's charity. This year's charity is Casa, funding goes to NWTTC Scholarships, too for tuition. Money isn't begged on the course, it's for charity, it's nice and quick, there is dinner and a presentation, and Packers players that show up and sign autographs. It's a good event for a good cause.

Anthes addressed a rumor going around; they did not cut around 150 trees, they've cut maybe 15 trees only.

Motion made by Supervisor Campbell, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

20. Budget Status Financial Report for June, 2013

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Library Report.

Motion made by Supervisor Campbell, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

III

Resch Centre/Arena/Shopko Hall - No agenda items

Other

- 22. Audit of bills.**
No action taken.
- 23. Such other matters as authorized by law.** None
- 24. Adjourn.**

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to adjourn at 6:40 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Blaire Xiong
Recording Secretary

III

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 18, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: DON CARMICHAEL and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by P. Williams, seconded by T. Watermolen, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by V. Van Vonderen, seconded by C. Buboltz, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

A meeting was held on July 15. T. Nixon reported that the Task Force briefly discussed the history of library and the former library/museum colocation and the driving factors that influence co-location. It was asked that the Task Force consider, given the political and fiscal environment, if both institutions would be better off if they were to co-locate - would it be best to go forward separately or together? The Task Force plans to keep looking at and considering all options. A combined new facility was also discussed and seemed to have support. The recommendation from the Task Force will ultimately be the start of a public debate in the community. It was agreed that regardless of what the Task Force concludes the Library Board has to lay the groundwork to build economic support in the community. Support will be needed either way – if the library stands alone or is co-located with the museum.

Presenting to area businesses and organizations on the topic of libraries is felt to be an effective means to establish an understanding, build support and acquire feedback. A speaking circuit also is relevant to the strategic plan that is currently under development.

STRATEGIC PLANNING DISCUSSION

L. Stainbrook reported on the strategic plan – editing and refinement continues and one section still needs to be written. An Executive Summary and staff-driven action statements will also be composed. The plan's focus is on impact rather than just activities. K. Pletcher asked for general feedback and reactions on plan as it stands. Suggestions included keeping the plan simple so its focus is not lost; pick priorities; reduce to simple bullet points or elevator speech; and hone for presentations. Other feedback included modeling diversity in employee recruitment; and relating available statistics to specific goals. Libraries change lives and personal testimonials are an impactful method of expressing how libraries play a role in the success of an individual.

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Denault reported that the new coin hoppers for Central's check out stations will be sent the week of July 22. The credit card option is also ready to be implemented. It is possible that both will be put into service at the same time. The checkout stations had a technical problem that was preventing the security from turning off when an item was checked out but that has been corrected. It was also commented that the checkout stations promote patron self-sufficiency which allows staff to spend more time serving and assisting patrons in other ways.

b. Financial Manager's report, bills and donations

The June 2013 financial reports were distributed. **Motion** by V. Van Vonderen, seconded by C. Buboltz, to approve the June, 2013 financial reports and the June, 2013 donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
June 2013**

Gifts & Donations

1a

06/06/13	Friends of the Brown County Library	23.40	Every Child Ready to Read
06/06/13	Friends of the Brown County Library	1,495.00	Continuing Education
06/13/13	Calvary Lutheran Church - In Honor of Colin Mayo	50.00	Kress Materials
06/13/13	Anonymous	200.00	Central Adopt A Program
06/13/13	Friends of the Brown County Library	100.00	East Summer Reading
06/21/13	Brown County Community Women's Club	25.00	Kress Materials
06/21/13	Patricia Wypiszynski	20.00	East Summer Reading
06/27/13	John Bettinger	50.00	Films
06/27/13	Brown County Community Women's Club	25.00	Kress Materials
06/27/13	Anonymous	500.00	Children's Garden
06/01/13	Ashwaubenon	20.78	Donation Box
06/01/13	Bookmobile	10.60	Donation Box
06/01/13	East	36.82	Donation Box
06/01/13	Weyers/Hilliard	15.47	Donation Box
06/01/13	Central Circulation	23.56	Donation Box
06/01/13	Kress	20.68	Donation Box
06/01/13	Pulaski	7.05	Donation Box
06/01/13	Southwest	17.00	Donation Box
06/01/13	Wrightstown	15.75	Donation Box
	Total Donations	\$ 2,656.11	

Federal & State Grants

06/30/13	Nicolet Federated Library System	\$ 3,649.73	Collection Development
	Total Grants	\$ 3,649.73	

Year-to-date Donation Box Receipts:			
Ashwaubenon	\$ 134.10	Kress	86.72
Bookmobile	45.35	Pulaski	60.40
East	306.83	Southwest	100.23
Weyers/Hilliard	127.57	Wrightstown	102.48
Central Circulation	193.01		
Donation Box Total		\$ 1,156.69	

Motion carried.

There were no bills out of the ordinary.

c. Budget

1. Approve Budget Adjustment Notice: Transfer budget funds in the amount of \$5,995 from Software to Outlay - Other
Software was purchased for management of our staff transaction stations (cash drawers.) The funds were budgeted under software; however, the project amount meets the dollar threshold for capitalization. This adjustment transfers the budget funds from Software to Outlay - Other. **Motion** by T. Nixon, seconded by C. Buboltz, to approve the Budget Adjustment Notice to transfer budget funds in the amount of \$5,995 from Software to Outlay - Other. **Motion carried.**

2. Approve Budget Adjustment Notice: Reallocate \$5,000 back to Vehicle/Equip. Gas/Oil Etc. In 2013, charges from the Highway Department were being charged to an intra-county expense account. A budget adjustment was made to move the budget dollars from Vehicle/Equip. Gas/Oil Etc. account to the new Intra-County Expense Highway account. However, not all gas/oil charges are from the Highway Department. This entry is to reallocate funds back to the Vehicle/Equip. Gas/Oil Etc. account based on prior year actuals. **Motion** by C. Buboltz, seconded by T. Nixon, to approve the Budget Adjustment Notice reallocating \$5,000 back to Vehicle/Equip. Gas/Oil Etc. **Motion carried.**

1a

d. 2014 Budget

L. Stainbrook presented a PowerPoint summary of the 2014 budget request and distributed a copy of the slides to the Board. In summary, levy actuals have decreased steadily over the last four years; revenue estimates are down; FTE (full-time equivalents) equal 87 which is below the state basic standard of 100; staffing is trending down; materials expenditures are down; buildings and utility expenditures are down as significant savings were realized primarily from efficiency measures implemented; chargebacks were down overall; contracted services for 2014 are staying mostly the same; carryover funds are down but these funds have been utilized for several improvements.

The 2014 draft budget was presented. The budget does not include any staff cuts, branch closures or reduction in hours. In order to present a balanced budget, \$606 will be reduced from the Gas line item.

Motion by T. Nixon, seconded by C. Buboltz to approve the amended 2014 draft budget. **Motion carried.**

An approval of the Donation Draft Budget gives the library authority to spend money that is received as a donation. **Motion** by C. Buboltz, seconded by T. Watermolen to approve the Donation Draft Budget. **Motion carried.**

The Coin-op budget addresses the public photocopiers, paper and supplies. The library formerly owned the copiers and printers but recently joined a leasing program with county that provides MFPs (Multi-Function Printers). This ultimately reduces the Supplies and Expense line item since toner is now included in the lease fee. **Motion** by V. Van Vonderen, seconded by T. Watermolen, to approve the Coin-op budget. **Motion carried.**

A position description for a security coordinator at the Central Library will be presented as a supplemental budget request. **Motion** by Nixon, seconded by C. Buboltz, to approve and propose the supplemental budget request for a security coordinator at budget hearing meeting. **Motion carried.**

e. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden The balance left to fundraise is around \$8000. C. Beyler has a lead on a local company who may dig up concrete as a donated service. B. Nielsen also has a potential company who may be interested.

2. Library Locations This item was deferred to the August meeting.

3. Update on various Projects A summary report included in the packet. The lighting retrofit in the Central Library has had a positive impact; the Central elevator project is moving forward and is scheduled to begin in mid-August and completed by December; the Bookmobile generator was repaired; and the main switch disconnect went well and is back in service.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No report.

OLD BUSINESS

L. Stainbrook reported that Bookmobile stop statistics are being collected for review.

L. Hoffman updated on the unemployment claim reported last month. This was an error on behalf of the WI Department of Workforce Development summarized as: benefits should not have been paid to the employee; the library would not be held responsible since notification was never made; and the claimant does not have to pay back.

The idea to outsource payroll was deemed to not be a feasible option for 2014 but will continue to be investigated for 2015.

PERSONNEL

a. Approve table of Organization Change for Administration Clerk - Mailroom **Motion** by C. Buboltz, seconded by P. Williams, to approve the Table of Organization Change as indicated below:

The Library Director recommends that the Library Board delete the 11-hour Administrative Clerk - Mailroom position in Administration, and increase the 19.5-hour Administrative Clerk to 20 hours per week. This change results in a savings of \$8,184, bringing the savings to date from Table of Organization changes to \$8,585 from the Library's 2013 Personnel Budget.

The financial impact of these changes is as follows:

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
<i>delete:</i>							
.29 Administrative Clerk	11	Administration	\$ 10.52	\$ 6,016.70	\$ 2,557.10	\$ 8,573.79	\$ 8,573.79
.52 Administrative Clerk	19.5	Administration	\$ 10.52	\$ 10,667.28	\$ 4,533.59	\$ 15,200.87	
<i>change to 20</i>				\$ 10,940.80	\$ 4,649.84	\$ 15,590.64	\$ (389.77)
NET SAVINGS							\$ 8,184.03

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the July 18, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on August 15, 2013 as part of the Director's Report and attached to the meeting minutes. Williams, Nixon Motion carried.

b. Impact of Affordable Care Act No discussion.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

V. Van Vonderen commented that the Board needs to be sure the library's challenges, as identified by the Director, are being addressed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

The next Library Board meeting will be held at the Ashwaubenon Branch.

ADJOURNMENT

Motion by T. Nixon, seconded by t. Watermolen, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:40 p.m.

NEXT REGULAR MEETING

August 15, 2013

Ashwaubenon Branch Library
1060 Orlando Drive, Ashwaubenon
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 8/21/13

Agenda No. : _____

Motion from the Floor

I make the following motion: Consider the implementation
of a Facility Maintenance Fee or Tax on event
Tickets for the B.C. Arena, Resch Center & Shopko Hall
to support ongoing maintenance requirements of these
facilities.

25 Signed: [Signature]
District No.: 17

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

September 18, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
CLERK/TYPIST II, CLERK II, CLERK II/DATA CONTROL

WHEREAS, the District Attorney's office currently has a vacant 1.00 FTE Clerk/Typist II position; and

WHEREAS, the Human Resources department conducted a study of the Clerk/Typist II job duties as well as similar positions of Clerk II and Clerk II/Data Control and determined the requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, as a result of the study, Human Resources recommends that the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

WHEREAS, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current wage; and

WHEREAS, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the Clerk/Typist II, Clerk II and Clerk II/Data Control positions be placed in Pay Grade 6 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Clerk/Typist II, Clerk II and Clerk II/Data Control positions will retain their current hourly wage.

BE IT FURTHER RESOLVED, future vacancies for Clerk/Typist II, Clerk II and Clerk II/Data Control positions will be filled at Pay Grade 6 of the Classification and Compensation Plan.

Annual Budget Impact

Clerk/Typist II, Clerk II, Clerk II/Data Control
1,950 annual hours
Pay Grade 6, Step 3

Clerk/Typist II

23.00 FTE's in various departments	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk/Typist II (Current Rate)	\$(31,727)	\$(20,921)	\$(52,648)
Clerk/Typist II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,524)</u>	<u>\$(676)</u>	<u>\$(5,200)</u>

Clerk II

3.00 FTE's at Human Services – CTC	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II (Current Rate)	\$(31,551)	\$(20,895)	\$(52,446)
Clerk II (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(4,348)</u>	<u>\$(650)</u>	<u>\$(4,998)</u>

Clerk II and Clerk II/Data Control

8 FTE's at Human Services – Community Programs	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk II & Clerk II/Data Control (Current Rate)	\$(32,351)	\$(21,014)	\$(53,365)
Clerk II & Clerk II/Data Control (Pay Grade 6, Step 3)	\$ 27,203	\$ 20,245	\$ 47,448
Annual Budget Impact per FTE	<u>\$(5,148)</u>	<u>\$(769)</u>	<u>\$(5,917)</u>

Savings would be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk/Typist II vacancy in the District Attorney's office.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EDUCATION & RECREATION COMMITTEE
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
HUMAN SERVICES COMMITTEE
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources
Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 08/26/13

REQUEST TO: Public Safety Committee; Education & Recreation Committee; Planning, Development & Transportation Committee; Human Services Committee; Administration Committee

MEETING DATE: 09/04/13

REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control

ISSUE/BACKGROUND INFORMATION:

A Clerk/Typist II vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Place the Clerk/Typist II, Clerk II and Clerk II/Data Control positions in Pay Grade 6 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? There will be savings of \$5,200 for a current Clerk/Typist II vacancy. Additional savings of \$4,998 to \$5,917 will be realized for each Clerk/Typist II, Clerk II and Clerk II/Data Control vacancy in the future.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg
FROM: Tom Smith, Human Resources Analyst
RE: Review of Clerk/Typist II Pay Rate
DATE: August 20, 2013

1. I have reviewed the multiple position descriptions for the Clerk/Typist II, Clerk II, and Clerk II/Data Control, and found the requirements for the positions are the same. We currently pay Clerk Typist II's in nine different departments, with four different wage scales, based on the contracts they were previously represented under. The range in the four contracts is:

HS Para-Professionals	\$15.6749 - \$16.5948
CTC 1901	\$14.5612 - \$16.1753
Courthouse	\$15.2743 - \$16.2743
Museum	\$15.5420 - \$16.2743

In an attempt to reconcile these, I have point factored the position and compared it to other local jobs to put us in line with fair market value.

2. The attached position description shows the general duties the Clerk/Typist II performs. These duties are not being changed and will remain in effect.

3. While point factoring the position, it is my recommendation, based on the Archer Matrix Point Factor Job Evaluation System, that this position be placed in Pay Grade 6, with a range of \$13.16 to \$15.67 per hour.

4. To determine the local fair market value, I contacted the companies listed below:

<u>Company</u>	<u>Hourly Compensation</u>
Seek Employment	\$13.00
Winnebago County	\$12.15 - \$17.91
Shawano County	\$12.55 - \$14.57
Oconto County	\$17.42 - \$18.74
Outagamie County	\$12.94 - \$16.44
State Rate (Office Associate)	\$13.05 - \$19.97

I also researched the US Bureau of Labor Occupational Outlook Handbook to determine the median annual wage of general Office Clerks. The chart below paints the national picture:

Government	\$14.82/hour
Health Care and Social Services	\$12.80/hour
Educational Services; State, Local, Private	\$12.75/hour

Administrative and Support Services

\$12.06/hour

5. Based on the information above, I feel confident that the proposed compensation is within the fair market value and will provide Brown County with qualified candidates to continue providing the quality service required. I recommend the position of Clerk/Typist II and Clerk II and Clerk II/Data Control be placed in Pay Grade 6 of the Brown County Classification and Compensation Plan.

The salary range for Pay Grade 6 is:

<u>Hourly</u>	<u>Annual</u> (2,080 hours)
Step 1 – \$13.1649	\$27,383
Step 2 – \$13.5534	\$28,191
Step 3 – \$13.9514	\$29,019
Step 4 – \$14.3630	\$29,875
Step 5 – \$14.7870	\$30,757
Step 6 – \$15.2236	\$31,665
Step 7 – \$15.6721	\$32,598

Thomas Smith
Human Resources Analyst

Budget Impact
(Estimated at Step 3 of Pay Grade 6)

Human Services Para-Professional

Clerk II Clerk II/Data Control	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.59	1,950	-32,351	-\$21,014	-\$53,365
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$5,148	-\$769	-\$5,917

Total Budget Impact **-\$5,917** (Per Position)
8 assigned to Human Services
Community Programs

CTC 1901 Clerk II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.18	1,950	-31,551	-\$20,895	-\$52,446
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,348	-\$650	-\$4,998

Total Budget Impact **-\$4,998** (Per Position)
 3 assigned to Human Services
 CTC

Museum & Courthouse Clerk Typist II	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current Rate	\$16.27	1,950	-31,727	-\$20,921	-\$52,648
New Rate	\$13.95	1,950	27,203	20,245	47,448
Net Savings			-\$4,524	-\$676	-\$5,200

Total Budget Impact **-\$5,200** (Per Position)
 23 assigned to various
 departments

Total Annual Estimated Savings:

8 at \$5,917 = \$ 47,336
 3 at \$4,998 = \$ 14,994
 23 at \$5,200 = \$119,600
\$181,930

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK/TYPIST II

REPORTS TO: OFFICE MANAGER II

DEPARTMENT: DISTRICT ATTORNEY OFFICE

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs varied and increasingly responsible clerical and typist work calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws or regulations. Responsible for conducting transactions with the public with matters requiring interpretation and analysis of laws, rules, and/or departmental policies and procedures.

ESSENTIAL DUTIES:

Types reports, correspondence, vouchers, dockets, receipts, schedules, index cards, minutes, calendars, and statistical data from written or printed material.

Receives payments, issues receipts and accounts for monies handled.

Performs receptionist and/or counter duties.

Answers all incoming calls and places outgoing calls as needed.

Answers questions regarding departmental regulations and policies.

Reproduces multiple copies of work.

Performs data entry functions for all referrals.

Performs filing and searching.

Gathers information on a variety of subjects and compiles financial, statistical and legal reports.

Maintains receipt books and makes necessary deposits.

Analyzes and interprets information contained in a variety of documents, forms, reports, etc. for processing.

Obtains information from the public for the completion of forms, documents, records, etc.

Refers inquiries to proper department or official.

Independently compiles data and prepares various reports.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma including or supplemented by a course in typing plus one year experience as a Clerk/Typist I in the department assigned or one year in a similar position; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of business English, spelling and grammar.

Knowledge of simple bookkeeping.

Specialized knowledge pertaining to the department in which employed.

Ability to type at a minimum rate of 50 net words per minute.

Ability to interview and obtain information from the public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this specification.

Reviewed: 03/05; 11/01/06; 12/14/07; 08/01/08

Revised: 02/96

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

August 30, 2013

RESOLUTION OPPOSING 2013 ASSEMBLY BILL 288

WHEREAS, Assembly Bill 288 ("AB288") seeks to change the existing statute regarding reimbursement to counties with consolidated library systems for providing library services to residents in adjacent counties; and

WHEREAS, all Brown County residents along with the other consolidated county libraries already pay through a county levy to maintain public libraries; and

WHEREAS, in counties without consolidated libraries, not all residents pay to maintain libraries; and

WHEREAS, AB288 would force property taxpayers in some counties to functionally pay twice--to support their own library system and subsidize adjacent county residents; and

WHEREAS, preventing double taxation and some property taxpayers from subsidizing other counties' residents are the dual public policy purposes of the current law; and

WHEREAS, this bill would discourage county library consolidations for the purpose of creating efficiencies and lowering overhead costs; and

WHEREAS, AB288 could reduce annual funding for Brown County Library services by approximately a quarter of a million dollars; and

WHEREAS, AB288 likely will pit libraries against libraries, counties against counties, and discourage consolidated libraries and their inherent efficiencies, across Wisconsin, as well as create more property tax inequity and subsidies which is not in the public interest;

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board opposes AB288 and strongly urges the legislature to table AB288 and work with the statewide library community to ensure that reimbursement policies that do not penalize selected property taxpayers and counties while subsidizing others, as well as work in the public's best interest to ensure open access to public library resources and services.

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 30, 2013
REQUEST TO: Education and Recreation Committee
MEETING DATE: September 5, 2013
REQUEST FROM: Kathy Pletcher
Library Board President

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution opposing Wisconsin 2013 AB 288

ISSUE/BACKGROUND INFORMATION:

Assembly Bill 288 seeks to change the Wisconsin statute regarding reimbursement to counties with consolidated library systems for providing library services to residents in adjacent counties who do not pay taxes to maintain a public library. If passed this bill would cause a situation whereby Brown County residents are paying twice to support libraries and Outagamie residents are only paying once. Double taxation is the reason the Wisconsin Statutes exempt counties with consolidated library systems from having to pay additional taxes for adjacent county borrowing.

ACTION REQUESTED:

The Library Board requests that the Education and Recreation Committee approve this resolution at its September 5 meeting and requests the County Board approve this resolution at its September 18 or earliest possible meeting.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$251,000 annual loss (estimate based on 2011 costs)
 - b. If part of a bigger project, what is the total amount of the project? \$
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Library fund
 2. If no, how will the impact be funded? Would result in reduction of library hours and services to Brown County residents.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

Library Report July, 2013

General

Read & Feed: A Celebration of Wisconsin Food and Farms. This event, featuring a live calf, was presented by Brown County Dairy Promotions Education Team at several Brown County Library locations in mid-July. Approximately 130 kids and adults attended the Central Library event. Central Library program highlights include two big events partially funded through the library's Adopt-a-Program opportunities.

All three summer reading programs for children, teens and adult were well underway in July. All programs run through August 10.

All libraries were collection sites for the Brown County Diaper Drive – the second annual community drive that collects diapers, wipes, and other baby products that benefit local at-risk babies.

In preparation for RFID checkout, RFID tagging of the collection continues, with the assistance of volunteers, at the Weyers-Hilliard and Kress family branches.

Lena Hosking, 4-H assistant for Brown County UW-Extension, provided several science-related programs for children and tweens at all locations as part of the Summer Reading Program. Topics included dental forensics, DNA, alternate power sources, bubble-making, and fiber and hair analysis.

Employment & Training Specialists from Brown County Job Center have been meeting with staff at several branches to familiarize them with the Wisconsin Job Center website, the types of services offered to their clients, and how library staff might be able to work with them to help our library customers who are also job searching.

Staff from several locations attended webinars from the recent American Library Association (ALA) conference.

The Weyers-Hilliard, East, Wrightstown and Denmark branches were selected to receive a 4-pack of tickets to the Green Bay Packers Family Night event on Saturday, August 3, courtesy of the DPI/Edvest/Packers "Leap into Reading Program". Winners were selected in a random drawing which all library patrons could enter.

Central Library

Born Learning Trail opened at Central Library on Thursday, August 1. The Born Learning Trail consists of 10 signs/stations to encourage simple activities that adults can do with young children to help them develop get ready to learn to read. The Trail is made possible by volunteers and funding provided by the Carl & Judy Buergi family, the United Way Emerging Leaders, and the Community Partnership for Children. The activities echo messages from the library's Every Child Ready to Read curriculum. Originally designed for park/playground sites, the trail is low-maintenance and should stand up to the heavy "kid traffic" at the Central Library. Details are at this site: <http://www.bornlearning.org/default.aspx?id=268>

Hogwarts Summer School 2013. A full roster of more than 100 participated in this annual event for Harry Potter fans. Among this year's classes was "Owls—A Muggle Perspective" presented by staff of Bay Beach Wildlife Sanctuary. Funding for this event was provided by an anonymous donor through the library's Adopt-A-Program. For some great photos, go to the library's Facebook page: www.facebook.com/BCL.Central

Bubblemania Waterplay Fun Day. Another popular annual event, held on a Friday and Saturday in July, was "adopted" by Mary and Sandy Bohman and an anonymous donor. Babies through four-year-olds enjoyed wet and wild stories and 10 outdoor hands-on stations, including wading pools, hot and cold sensory activities, and — new this year!—a small "car wash." See photos at www.facebook.com/BCL.Central

Ashwaubenon Branch

Children's programs included "Build It" which explored the principals of building structures; Mud Monsters; and Dr. Seuss on the Loose.

eBook help sessions are popular among library patrons. Staff provides instruction and troubleshooting tips on a regular basis.

A children's composting program was held at the Green Bay Botanical Garden. Kids dug into a compost pile in search of creepy crawlies and other fun stuff. They also made a tasty compost treat to eat.

Staff from Barkhausen Waterfowl Preserve presented a children's program that demonstrated how to dissect owl pellets to discover what an owl eats.

Denmark Branch

The annual lion-filled story time was a salute and a thank you the Denmark Lions for their support of the library.

East Branch

The Alzheimer's Series and Writing Series continued this month. Both the presenter for the writing series and the Alzheimer's series plan to continue to present programs at the branch this Fall.

Ms. Taku and her global music program was a hit with children and adults. Close to 90 people attended, "Wonders Abound Underground with Ms. Taku".

Other children's programs included Dr. Seuss on the Loose, a Fancy Nancy Party and Dino Dig.

Kress Family Branch

SEEDs of De Pere sponsored the solar race car that allowed children learn about solar electricity, build a car and race it.

The Fox Valley Herpetology Club brought live snakes and other creatures for a meet and greet.

Pulaski Branch

Story time attendance continues to increase.

Fred Turk, musician and puppeteer, presented a variety of his own tunes and familiar classics with a twist for a delightful morning of fun. There were 67 kids that came to hear him sing!

The Tuesday night Ladies Night Out continues to be a success. Some of the ladies have indicated an interest in starting a bridge club at the library.

Southwest Branch

The Green Bay Department of Public Works sent over a street sweeper and meter reader for a “Big Rigs” program. 125 people attended.

We had 40 teens volunteering a total of 295 hours in the month of June.

Weyers-Hilliard Branch

Waterbeds and Worms were the buzzwords in Children’s programs offered the week of July 15. This tactile play experience dovetailed nicely with the library’s early learning initiative.

A staff person attended the ALA conference in Chicago. She has been asked to write an article on her perspective of her first convention for the Fall edition of “Children and Libraries”, the American Library Association’s journal for library service to children.

Wrightstown Branch

A Pirates Program on July 1st and had 41 people in attendance.

A new fundraiser for the library, a Kids Fun Run, is in the planning stages. The event is slated to take place in the Fall.

Brown County
Golf Course

Budget Status Report

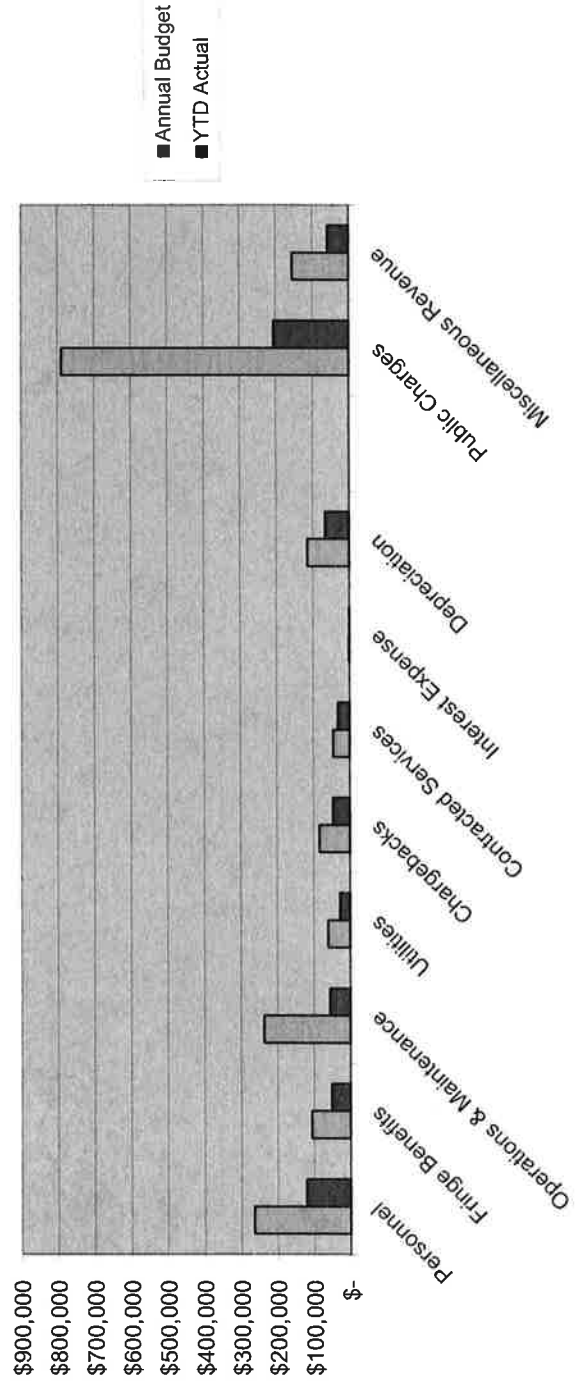
7/31/2013

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 264,809	\$ 120,945	46%
Fringe Benefits	\$ 105,916	\$ 52,651	50%
Operations & Maintenance	\$ 237,900	\$ 57,071	24%
Utilities	\$ 61,262	\$ 28,492	47%
Chargebacks	\$ 84,272	\$ 47,421	56%
Contracted Services	\$ 46,746	\$ 33,106	71%
Interest Expense	\$ 1,846	\$ 1,110	60%
Depreciation	\$ 115,344	\$ 66,366	58%
Public Charges	\$ 789,522	\$ 206,134	26%
Miscellaneous Revenue	\$ 154,501	\$ 58,948	38%

HIGHLIGHTS:

Expenses are well within budgeted amounts. The golf course is a seasonal operation that runs from April to November. The Golf Course has been under temporary rates for the entire year due to construction of the

Golf Course Budget Analysis July 31, 2013



Golf Course Report
September 5, 2013

During the month of August here are a few highlights of things that were done:

1. Extra Land Update
 - a. No new information at this time
2. Golf Course Project Update
 - i. Project began on July 16th, 2013
 - ii. Last two greens, #9 and #18 were seeded on August 20th, 2013.
 - iii. Greens are now being grown in
 - iv. Greens are being mowed
 - v. Topdressing has begun
 - vi. Temporary Greens are being used and are being mowed at .200 of an inch.
3. Golf Course Rates
 - a. Due to the greens project we lowered the rates for the rest of the year
 - b. For the rest of the year we will lower daily rates to \$18 for 18 holes and \$9 for 9 holes.
 - i. This rate will be good for everybody and good for any day.
4. September Events
 - a. September 4th Children's Charity Golf Classic
 - b. September 15th Fall Classic



Budget by Account Classification Report

Through 07/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	816,264.00	.00	816,264.00	68,022.00	.00	476,154.00	340,110.00	58	882,104.04
Intergovernmental	47,017.00	.00	47,017.00	2,119.09	.00	19,765.74	27,251.26	42	29,567.74
Charges for sales and services	190,526.00	.00	190,526.00	10,236.00	.00	57,350.10	133,175.90	30	108,780.76
Miscellaneous revenue	2,000.00	.00	2,000.00	.00	.00	5,993.16	(3,993.16)	300	750.00
Rent	8,650.00	.00	8,650.00	1,388.00	.00	5,513.00	3,137.00	64	11,493.00
Contributions	113,200.00	.00	113,200.00	172.75	.00	32,841.59	80,358.41	29	186,362.04
Transfer in	.00	3,910.00	3,910.00	.00	.00	3,910.00	.00	100	94,354.00
REVENUE TOTALS	\$1,177,657.00	\$3,910.00	\$1,181,567.00	\$81,937.84	\$0.00	\$601,527.59	\$580,039.41	51%	\$1,313,411.58
EXPENSE									
Personnel services	445,946.00	3,910.00	449,856.00	29,913.21	.00	238,121.12	211,734.88	53	455,075.98
Fringe benefits and taxes	179,820.00	.00	179,820.00	12,770.99	.00	93,122.32	86,697.68	52	180,916.56
Employee costs	650.00	.00	650.00	.00	.00	.00	650.00	0	800.65
Operations and maintenance	44,693.00	.00	44,693.00	3,602.83	.00	28,309.61	16,383.39	63	52,088.62
Insurance costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Utilities	78,900.00	.00	78,900.00	7,835.52	.00	43,170.99	35,729.01	55	72,296.24
Chargebacks	262,647.00	.00	262,647.00	17,810.66	.00	147,989.13	114,657.87	56	255,931.10
Contracted services	60,000.00	.00	60,000.00	7,511.44	.00	46,530.36	13,469.64	78	80,318.70
Other	105,001.00	.00	105,001.00	.00	.00	34,278.53	70,722.47	33	185,295.42
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	(356.12)
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	8,500.00
EXPENSE TOTALS	\$1,177,657.00	\$3,910.00	\$1,181,567.00	\$79,444.65	\$0.00	\$631,522.06	\$550,044.94	53%	\$1,290,867.15
Fund 100 - GF Totals									
REVENUE TOTALS	1,177,657.00	3,910.00	1,181,567.00	81,937.84	.00	601,527.59	580,039.41	51	1,313,411.58
EXPENSE TOTALS	1,177,657.00	3,910.00	1,181,567.00	79,444.65	.00	631,522.06	550,044.94	53	1,290,867.15
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$2,493.19	\$0.00	(\$29,994.47)	\$29,994.47		\$22,544.43
Grand Totals									
REVENUE TOTALS	1,177,657.00	3,910.00	1,181,567.00	81,937.84	.00	601,527.59	580,039.41	51	1,313,411.58
EXPENSE TOTALS	1,177,657.00	3,910.00	1,181,567.00	79,444.65	.00	631,522.06	550,044.94	53	1,290,867.15
Grand Totals	\$0.00	\$0.00	\$0.00	\$2,493.19	\$0.00	(\$29,994.47)	\$29,994.47		\$22,544.43

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Neville Public Museum Attendance and Admissions

July 2013

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental Attendees	Event/ Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	Mon	119					119	\$376	
2	Tue	86	41				127	\$358	
3	Wed	368	64				432	\$720	
4	*Thu	296					296	\$900	
5	Fri	158		24			182	\$570	
6	Sat	136					136	\$510	
7	Sun	114					114	\$409	
8	Mon	97	45	37			179	\$473	
9	Tue	90	22	42			154	\$447	
10	Wed	196				22	218	\$190	
11	Thu	101	16				117	\$382	
12	Fri	78					78	\$237	
13	Sat	182					182	\$603	
14	Sun	77		46			123	\$369	
15	Mon	125					125	\$440	
16	Tue	119	25	17			161	\$488	
17	Wed	200	19	11	70		300	\$455	\$200
18	Thu	101	36	7			144	\$392	
19	Fri	72		11	23		106	\$339	
20	Sat	117					117	\$404	
21	Sun	93					93	\$341	
22	Mon	90					90	\$322	
23	Tue	89					89	\$292	
24	Wed	284		11	18		313	\$421	
25	Thu	83			26		109	\$258	
26	Fri	188	30				218	\$645	
27	Sat	193		19	105		317	\$726	
28	Sun	221					221	\$825	
29	Mon	97					97	\$348	
30	Tue	84	25	1			110	\$268	
31	Wed	263	90	39	36		428	\$808	
TOTAL		4,517	413	265	278	22	5,495	\$14,316	\$200

Total Attendance	5,495
Outreach	2,136
Grand Total Served	7,631

*Independence Day
Brown County Residence Discount (Free Admission, 5-8 pm)

**Neville Public Museum of Brown County
Attendance 5-Year Span
(2009-2013)**

	2009		2010		2011		2012		2013	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	5,101	\$7,902	3,624	\$6,722	3,377	\$6,539	3,261	\$6,957	3,241	\$9,883
February	4,258	\$4,903	6,096	\$6,401	4,895	\$6,710	4,274	\$7,737	1,876	\$4,473
March	5,736	\$7,153	6,713	\$7,061	5,123	\$11,049	5,418	\$10,609	4,798	\$10,365
April	5,704	\$5,183	5,324	\$4,562	6,202	\$12,456	5,271	\$9,653	4,306	\$6,094
May	4,368	\$5,555	3,627	\$4,119	3,415	\$6,543	3,459	\$4,447	4,085	\$6,468
June	6,484	\$7,935	5,920	\$7,081	4,934	\$9,387	3,901	\$7,494	5,328	\$11,264
July	7,156	\$7,622	8,201	\$9,335	4,246	\$9,069	3,968	\$9,742	5,495	\$14,316
August	4,720	\$8,688	5,157	\$9,250	3,200	\$6,731	3,675	\$8,937		
September	3,805	\$3,155	3,467	\$3,612	4,459	\$7,879	2,177	\$3,142		
October	5,005	\$4,506	5,017	\$4,236	7,301	\$13,691	2,600	\$4,580		
November	5,194	\$5,352	4,189	\$4,810	4,852	\$7,058	2,646	\$6,825		
December	6,644	\$12,206	7,373	\$12,929	7,257	\$17,142	7,658	\$23,275		
TOTALS	64,175	\$80,160	64,708	\$80,118	59,261	\$114,254	48,308	\$103,398	29,129	\$62,863

*At the request of the Director, beginning March 2013, NPM facility rental attendees will be included in the monthly attendance totals.

Sales Report

Sales method: All sales methods

ReportType: Detailed

Graph: Shown

Start date: 7/1/2013

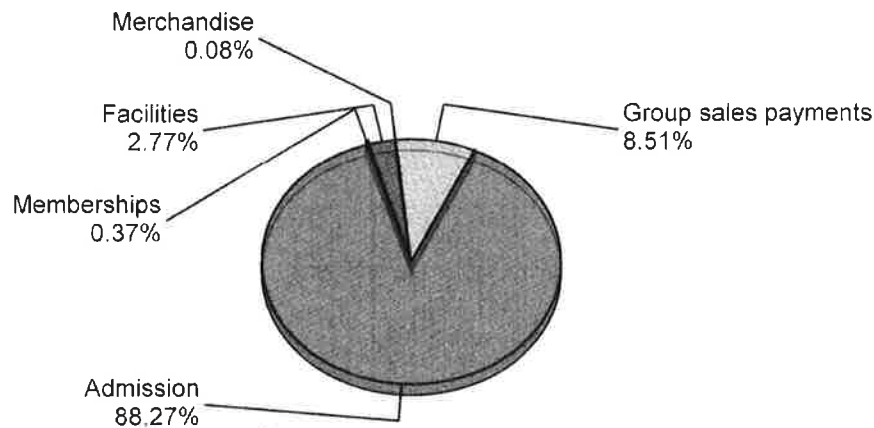
End date: 7/31/2013

Note: This report does not include group sales refunds or overages. You can view information about group sales refunds and revenue from the [Group Sales Revenue report](#).

Revenue summary

Gross	Discounts	Refunds	Net
\$20,620.50	\$4,347.00	\$55.00	\$16,218.50

Percent of net sales



Revenue details

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Admission	5,206	\$18,718.00	\$4,347.00	\$55.00	\$14,316.00	88.27%
Ticketed/Fee Programs	291	\$1,124.00	\$0.00	\$20.00	\$1,104.00	6.81%
4th of July Adult	193	\$788.00	\$0.00	\$16.00	\$772.00	4.76%
4th of July Child	64	\$132.00	\$0.00	\$4.00	\$128.00	0.79%
Adult New Guided	34	\$204.00	\$0.00	\$0.00	\$204.00	1.26%
Admission	4,599	\$16,907.00	\$4,347.00	\$35.00	\$12,525.00	77.23%
Guided Student	55	\$165.00	\$0.00	\$0.00	\$165.00	1.02%
Guided Tour	59	\$118.00	\$0.00	\$0.00	\$118.00	0.73%
Self-Guided	202	\$404.00	\$0.00	\$0.00	\$404.00	2.49%

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Sales Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Memberships	1	\$60.00	\$0.00	\$0.00	\$60.00	0.37%
Friends of the Neville	1	\$60.00	\$0.00	\$0.00	\$60.00	0.37%
Facilities	3	\$450.00	-	-	\$450.00	2.77%
122 and 123	1	\$150.00	-	-	\$150.00	0.92%
Classroom 121	1	\$100.00	-	-	\$100.00	0.62%
Theater	1	\$200.00	-	-	\$200.00	1.23%
Merchandise	1	\$12.50	\$0.00	\$0.00	\$12.50	0.08%
Taxable Collections	1	\$12.50	\$0.00	\$0.00	\$12.50	0.08%
Group sales payments	2	\$1,380.00	\$0.00	-	\$1,380.00	8.51%

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Sales by Price Type Report

Sales method: All sales methods

Report type: Detail

Graph: Shown

Start date: 7/1/2013

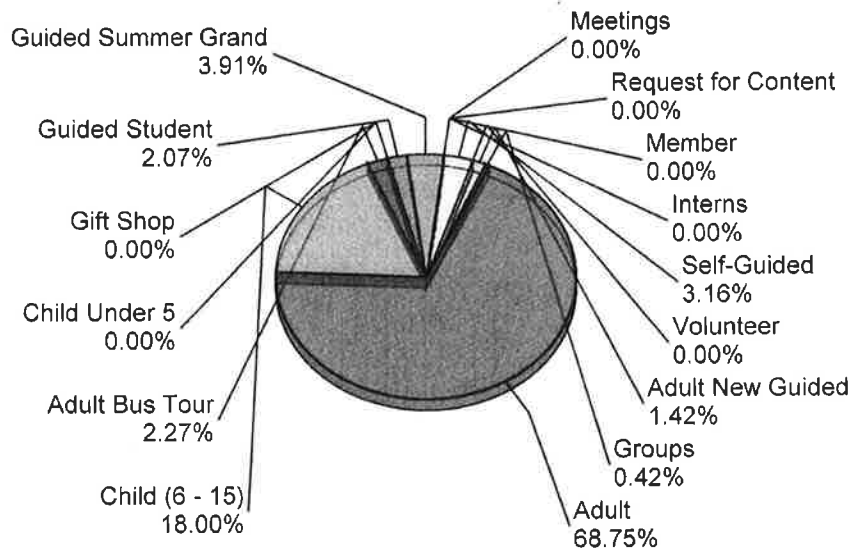
End date: 7/31/2013

Program: All programs

Revenue summary

Price type	Gross	Discounts	Refunds	Net	Percent of net
Adult	\$12,688.00	\$2,810.29	\$36.00	\$9,841.71	68.75%
Child (6 - 15)	\$3,552.00	\$956.71	\$19.00	\$2,576.29	18.00%
Adult Bus Tour	\$325.00	\$0.00	\$0.00	\$325.00	2.27%
Child Under 5	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Guided Student	\$297.00	\$0.00	\$0.00	\$297.00	2.07%
Guided Summer Grand	\$560.00	\$0.00	\$0.00	\$560.00	3.91%
Interns	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	\$580.00	\$580.00	\$0.00	\$0.00	0.00%
Request for Content	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided	\$452.00	\$0.00	\$0.00	\$452.00	3.16%
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Adult New Guided	\$204.00	\$0.00	\$0.00	\$204.00	1.42%
Groups	\$60.00	\$0.00	\$0.00	\$60.00	0.42%
Total	\$18,718.00	\$4,347.00	\$55.00	\$14,316.00	100.00%

Percent of Net Revenue by Price Type



Revenue details

Sales by Price Type Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
4th of July Adult	193	\$788.00	\$0.00	\$16.00	\$772.00	5.39%
Adult	193	\$788.00	\$0.00	\$16.00	\$772.00	5.39%
4th of July Child	64	\$132.00	\$0.00	\$4.00	\$128.00	0.89%
Child (6 - 15)	64	\$132.00	\$0.00	\$4.00	\$128.00	0.89%
Admission	4599	\$16,907.00	\$4,347.00	\$35.00	\$12,525.00	87.49%
Adult	2376	\$11,900.00	\$2,810.29	\$20.00	\$9,069.71	63.35%
Adult Bus Tour	65	\$325.00	\$0.00	\$0.00	\$325.00	2.27%
Child (6 - 15)	1135	\$3,420.00	\$956.71	\$15.00	\$2,448.29	17.10%
Child Under 5	396	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	47	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Guided Student	44	\$132.00	\$0.00	\$0.00	\$132.00	0.92%
Guided Summer Grand	221	\$442.00	\$0.00	\$0.00	\$442.00	3.09%
Interns	38	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	116	\$580.00	\$580.00	\$0.00	\$0.00	0.00%
Request for Content	10	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided	54	\$108.00	\$0.00	\$0.00	\$108.00	0.75%
Volunteer	77	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Adult New Guided	34	\$204.00	\$0.00	\$0.00	\$204.00	1.42%
Adult New Guided	34	\$204.00	\$0.00	\$0.00	\$204.00	1.42%
Guided Student	55	\$165.00	\$0.00	\$0.00	\$165.00	1.15%
Guided Student	55	\$165.00	\$0.00	\$0.00	\$165.00	1.15%
Guided Tour	59	\$118.00	\$0.00	\$0.00	\$118.00	0.82%
Guided Summer Grand	59	\$118.00	\$0.00	\$0.00	\$118.00	0.82%
Self-Guided	202	\$404.00	\$0.00	\$0.00	\$404.00	2.82%
Groups	30	\$60.00	\$0.00	\$0.00	\$60.00	0.42%
Self-Guided	172	\$344.00	\$0.00	\$0.00	\$344.00	2.40%

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Sales Comparison Report

This period: Last Month Start date: 7/1/2013 End date: 7/31/2013
 Last period: Specific Date Start date: 6/1/2013 End date: 6/30/2013
 Sales method: All sales methods Sales item: All types Report type: Detailed

Type	This period			Last period			Variance			% change	
	Qty	Net		Qty	Net		Qty	Net		Qty	Net
Admission Tickets	5,206	\$14,316.00		4,645	\$11,276.00		561	\$3,040.00		12.08	26.96
Admission	4,599	\$12,525.00		3,667	\$10,686.00		932	\$1,839.00		25.42	17.21
Guided Student	55	\$165.00		0	\$0.00		55	\$165.00		-	-
Guided Tour	59	\$118.00		0	\$0.00		59	\$118.00		-	-
Self-Guided	202	\$404.00		289	\$578.00		-87	(\$174.00)		-30.10	-30.10
Ticketed/Fee Programs											
4th of July Adult	193	\$772.00		0	\$0.00		193	\$772.00		-	-
4th of July Child	64	\$128.00		0	\$0.00		64	\$128.00		-	-
Adult New Guided	34	\$204.00		0	\$0.00		34	\$204.00		-	-
Father's Day	0	\$0.00		28	\$0.00		-28	\$0.00		-100.00	-
Kids Day	0	\$0.00		658	\$0.00		-658	\$0.00		-100.00	-
Run Away Shoes	0	\$0.00		3	\$12.00		-3	(\$12.00)		-100.00	-100.00
Ticketed/Fee Programs Total	291	\$1,104.00		689	\$12.00		-398	\$1,092.00		-57.76	9,100.00
Memberships											
Friends of the Neville	1	\$60.00		13	\$650.00		-12	(\$590.00)		-92.31	-90.77
	1	\$60.00		13	\$650.00		-12	(\$590.00)		-92.31	-90.77
Facilities											
122 and 123	3	\$450.00		0	\$0.00		3	\$450.00		-	-
Classroom 121	1	\$150.00		0	\$0.00		1	\$150.00		-	-
Theater	1	\$100.00		0	\$0.00		1	\$100.00		-	-
	1	\$200.00		0	\$0.00		1	\$200.00		-	-

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Sales Comparison Report

Type	This period		Last period		Variance		% change	
	Qty	Net	Qty	Net	Qty	Net	Qty	Net
Merchandise	1	\$12.50	3	\$50.00	-2	(\$37.50)	-66.67	-75.00
Taxable Collections	1	\$12.50	3	\$50.00	-2	(\$37.50)	-66.67	-75.00
Total		\$14,838.50		\$11,976.00		\$2,862.50		23.90

Discount Report

Sales method: All sales methods **Report type:** Detailed **User:** All users
Discount: Brown County Residents **Application method:** All **Include refunded discounts:** No
Start date: 7/1/2013 **End date:** 7/31/2013 **Group by:** Discount

Discount	User	Quantity Redeemed	% of Total Quantity	Value Redeemed	% of Total Value
Brown County Residents					
	ckehler48075	162	24.55%	\$710.00	24.98%
	mzwieschowski48075	119	18.03%	\$521.00	18.33%
	pshah48075	77	11.67%	\$315.00	11.08%
	spieschek48075	302	45.76%	\$1,296.00	45.60%
Grand total:		660	100.00%	\$2,842.00	100.00%

Group Sales Revenue Report

From: 7/1/2013 To: 7/31/2013 Group Type: Room Rental

Revenue summary

Order Totals	Total Paid	Discounts	Refunds	Overage kept	Balance (you owe)	Balance (they owe)
\$450.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00

Reservation details

Reservation	Arrival date	Visitors	Order total	Paid	Discounts	Refund	Overage kept	Balance
<input checked="" type="checkbox"/> Neville Public Museum - Gerry Kocken - Astronomical Society	7/10/2013	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Neville Public Museum - Welter	7/10/2013	22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Neville Public Museum - LaMalfa	7/13/2013	57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Hooper Law Office - Gitter	7/17/2013	70	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
<input checked="" type="checkbox"/> Green Bay Metro Fire Department - Watzka	7/19/2013	23	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Neville Public Museum - Geology Club	7/24/2013	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Vang	7/27/2013	105	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Brown County Planning and Land Services - Heyroth	7/31/2013	36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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**Neville Public Museum
Director's Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

September 5, 2013

Operations (including Exhibits, Education & Curatorial Affairs):

Museum Master Planning: The formal resolution to “appropriate excess fund balance for the production of a museum master plan” was approved at the August meeting of the full Board of Supervisors. Work will now commence to develop RFPs for brining consultant services to-bear.

Centennial Planning is now underway. The director is working with an ad hoc team from the Museum Foundation to prepare for an invitation only, VIP “kick-off” event at the museum Tuesday, September 10th.

Exhibits: The “*Golden Age of Video Arcade Games*,” which opened on May 25th will now be held over to September 15th, due to its success. The 69th Annual Art Annual will now open September 28th.

2013 Tall Ship Festival: the museum had a stellar weekend with the tall ship festival, which not only included educational exhibits and programming but also allowed us to “test” the selling of parking spaces in the museum, which went very well and netted us almost \$3,000 over the course of the three-day weekend.

Administration: Working in-concert with BC Human Resources, we are now interviewing candidates for the three new [positions at the museum (Assistant Director, Assistant Curator and Education Specialist). It is our goal to identify and hire the successful candidates by the end of September.

FY 2014 Budget: The director has worked with BC Administration on the FY 2014 budget for the museum, which will include some new initiatives to be discussed at the September Ed & Rec Committee meeting.

Cultural Campus

There is no major update on the work of the Cultural Campus Study Group at this time.

Governing Board:

The Governing Board met on August 12th. A brief update on that meeting, which included discussions on the resolution for museum planning money, personnel changes, the FY 2014 budget and on-going governance review, will be given.

Neville Public Museum Foundation:

The Neville Public Museum Foundation is continuing its internal work on meeting 2013-2014 fundraising targets for exhibits and programs. The 2014 exhibit schedule is in final review, and may change due to opportunities being discussed.

Miscellaneous:

A second community involvement session for the City of Green Bay's "Downtown Master Planning" initiative will take place at the museum on Thursday, August 29th.

PARK MANAGEMENT

Brown County

1150 BELLEVUE STREET, ROOM 151
GREEN BAY, WISCONSIN 54302

PHONE (920) 448-4464 FAX (920) 448-4054
E-MAIL HARTMAN_DR@CO.BROWN.WI.US



DOUGLAS R. HARTMAN

ASSISTANT PARK DIRECTOR

EDUCATION & RECREATION COMMITTEE AGENDA
Brown County Park Management

Meeting Date: September 5, 2013

PARK AGENDA

1. Budget Status Monthly for July 2013 (attachment)
2. Assistant Director Report (attachment)

Brown County

Parks

Budget Status Report

7/31/2013

	Annual Budget	YTD Actual
Personnel Services	\$ 745,522	\$ 391,167
Fringe Benefits and Taxes	\$ 376,397	\$ 201,125
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 3,800	\$ 1,249
Operations & Maintenance	\$ 247,378	\$ 129,136
Utilities	\$ 121,950	\$ 65,505
Chargebacks	\$ 337,263	\$ 186,490
Contracted Services	\$ 51,729	\$ 33,511
Other	\$ 90,975	\$ 65,975
Outlay	\$ 249,324	\$ -
Transfer Out	\$ -	\$ -

HIGHLIGHTS:

Budget on track at this time

Expenses:

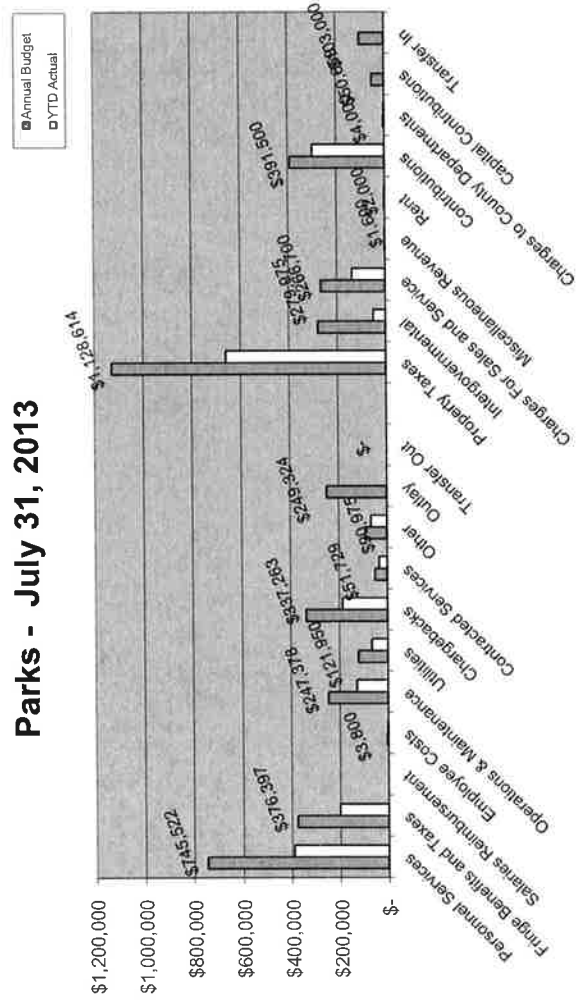
Total expenses to date: \$1,074,158

Revenues:

Total revenues to date: \$1,147,349

Property Taxes	\$ 1,128,614	\$ 658,358
Intergovernmental	\$ 279,975	\$ 49,536
Charges For Sales and Service	\$ 266,700	\$ 137,102
Miscellaneous Revenue	\$ 1,600	\$ 1,083
Rent	\$ 2,000	\$ 1,374
Contributions	\$ 391,500	\$ 298,536
Charges to County Departments	\$ 4,000	\$ 1,360
Capital Contributions	\$ 50,669	\$ -
Transfer In	\$ 103,000	\$ -

Parks - July 31, 2013



ASSISTANT DIRECTOR REPORT – PARKS DIVISION
SEPTEMBER 2013 ED and REC MEETING

Special Events - Fairgrounds hosted the Brown County Fair as well as the Creekview Riding Center Horse Show (8-24) and the Fun in the Sun Car Show (8-25). The Reforestation Camp hosted the Reforestation Ramble Mountain Bike Race (8-25) which had a great turnout despite the heat. Barkhausen Waterfowl Preserve hosted the Youth Waterfowl Days which also had a good turnout.

In September, the Fairgrounds will host the Northeast Youth Livestock Show (9/6-9/9) the County of Brown Renaissance Faire (9-14 – 9/15) and another Creekview Riding Center Horse Show.

Barkhausen Habitat Announcement – On August 22nd, Ducks Unlimited and the Green Bay Packers announced the initiative of several projects for waterfowl and northern pike habitat. These projects total well over \$300,000 and are recognized with a rock cairn and plaque by the south impoundment. There was a great turnout for the announcement and this hopefully opens the door for other partnerships with these entities.

Neshota Park Friends Group – The group was able to help us pick up debris in the park after recent storms which was a great help. They had a float in the local Denmark parade which won the “best float” award. The August meeting was held August 27th which staff attended.

State Recreational Trail Grant – Preliminary award of a Stewardship grant for repairs to culverts on both the Mountain-Bay and Fox River State Recreational Trails has been received. This grant totals over \$100,000 to conduct 12 major culvert repairs/replacement that are needed to insure the integrity of the trail.

ZOO MONTHLY ACTIVITY REPORT For August 2013

1. Operations Report (handout)
2. Education/Volunteer Programs Report
3. Curator Report
4. Zoo Director Report

FOX 11 programs weekly

Zoo Society meeting held on 8-19-13

New Animal hospital conceptual work and site prep ongoing

2014 Zoo & Park Management Budget work

Feast with the Beast held 8-5-13

WPS Foundation breakfast & check presentation held on 8/27/13

Black top repairs and replacement prep work completed for Sept. install/work

Children's Zoo fencing prep work completed for Sept. install

Brown County NEW Zoo Monetary Receipts, Disbursements & Deposit Audit completed
by Brown County Internal Auditor

NEW ZOO

Brown County

4416 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

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E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NORTHEASTERN WISCONSIN ZOO EDUCATION AND VOLUNTEER PROGRAMS REPORT JULY 2013

Volunteer Hours

2013 Hours	Opportunity	2012 Hours
--	Animal Presentation	--
--	Contact Station	15
--	Discovery Cart	--
17	Education Programs	19.5
177.5	Giraffe Stand	252.25
104.5	Horticulture	182
89.25	Husbandry	72
5.5	Mayan Restaurant	30.5
25.5	Office Help	37
6.5	Special Events	166
38.5	Special Projects	32.25
67.5	Visitor Center	26
20.25	Zoo Watch	49.25
552	Total Hours	884.75

Internship Hours

10 different interns

Total Hours = 1,142.25 hours versus 888.25 hours in 2012

Off-Site Programs (Zoomobiles)

7/31 Kaukauna Public Library → \$175

7/29 Kindercare Howard → \$150

7/15 Pulaski High School → \$150

7/16 Kids Exploration WPS → 150

7/3 Elkhart Lake Public Library → \$210

Total of \$835 versus \$1065 in 2012 (more days of Zoo Camp meant less availability for Zoomobiles)

On-Site Programs

7/31 Spring Valley 4H → \$100

7/31 Zookeeper Adventure → \$104

7/30 SPYMCA → \$120

7/26 Bellin College → \$70

7/26 Birthday Encounter → \$20

7/23 4H Cat Project → \$50

7/20 Birthday Encounter → \$24

7/13 No Show Program → \$0

7/13 Birthday Encounter → \$32

7/12 Zookeeper Adventure → \$104

Zoo Camp 5k → \$1342.50

Zoo Camp 1st/2nd Graders → \$2635

Zoo Camp 3rd/4th Graders → \$1410

Zoo Camp 5th/6th/7th Graders → \$1040

(Zoo Camp Total → \$6,427.50 vs \$2,245)

Total of estimated \$7,886.50 versus \$2,361 in 2012

Miscellaneous Things to Note

- Saw a HUGE drop in the Giraffe Volunteers this summer; the Interns had to "fill in" and cover the giraffe stand regularly – multiple times per week almost every week!
- Nearly every Zoo Camp program filled to capacity, with the exception of programs for 5th/6th/7th Grade students. Several programs also had waiting lists!
- July 13th – Began weekend programming for Toddlers aged 18-42 months; programs continue through August
- July 30th – Volunteer Orientation session for 12 new volunteers

(please see back)

A Few Comments/Feedback from Summer Zoo Camp Evaluations...

Parents were asked, "Are you satisfied with you and your child's Zoo Camp experience? Please explain why or why not."

- "It was fantastic - a great variety of activities!"
- "Yes, she enjoyed both days this year and her session from last year as well."
- "My daughter learned a lot of good information and was excited to tell me about it. She enjoyed interacting with the animals also."
- "I am very satisfied. We live 1 1/2 hours from the Zoo and [my son] did not stop talking the entire drive home about what he did and learned at each session. He has been sharing the things he learned with all of his friends and family!! He wishes that there could be week-long camps!!"
- "Yes. Our daughter has had an extreme fear of ALL animals since a baby. The opportunity to learn about animals and pet them just gave her LOADS of confidence! She came home and asked to meet the dogs in our neighborhood. Instead of crying, shaking in fear, or hiding in the house, she marched out, stood still and let them come to her! By bedtime she had the dogs playing fetch! This program was the turning point for her...and we thank you for it!"

Parents were asked, "Would you recommend the Zoo Camp program to a friend?"

- "I definitely would! In fact, I have spoken to other parents about their children attending next year with my Grandchildren."
- "Yes, it was a great program and very affordable."
- "ABSOLUTELY!! In fact I think we may have a group of 5-6 kids that are going to go together next year!!"

Parents were asked, "Please share any other comments you have regarding the program or Zoo Staff."

- "The new education building is very comfortable."
- "Thank you for all the information you taught my daughter about animals."
- "You have a great staff. Professional, caring and they do a great job in getting the kids to participate."
- "I think you all did an awesome job-thank you! And I plan on signing my daughter up every time you have your camps. Thanks!!"
- "Drop off and pick up was easy. The staff was actively engaged with my daughter when I arrived. It was obvious that the staff had a real good rapport with the kids. Top notch! Well done! Neil ought to take all of you out for frozen yogurt!"

Animal Collection Report

August 2013

The African penguin chick hatched this spring left the nest box for the first time last month. At first, Wonka was only willing to take a few steps away from the nest box but before long, she was exploring the indoor holding area. After receiving her first set of vaccinations, she was allowed outdoors in early August. For the first two weeks, volunteers supervised play time for the adventuresome young penguin who had ideas about leaping off of high rocks in the exhibit. Now that she seems to have a little more sense about her surroundings, Wonka can be seen on exhibit with the rest of the flock daily. She is a very busy young bird and enjoys interacting with visitors through the underwater viewing window. Another favorite activity is diving from the upper pool into the lower pool and then rock climbing up the waterfall.

Recently widowed African penguin Pinkie and bachelor Fat Tony have declared themselves a couple and are sharing a den. When the news was passed on to the Species Survival Plan managers, they took a look at the genetics and revised their breeding recommendations. Although they had planned to match Tony with another female, the SSP determined that although Pinkie is not the absolute best genetic match, the fact that the birds chose each other cannot be overlooked! The pair will be encouraged to lay eggs and raise chicks.

A roughed grouse has been added to the collection and has joined a chukar partridge in one of the gamebird exhibits near the White tailed deer yard.

5 month old baby Japanese macaque (aka snow monkey) Usagi is becoming very independent and is spending a lot of time away from her mother Hoyo. The still tiny monkey is frequently seen playing with older sister Zeppeki in the exhibit. A second 5 month old macaque is being hand raised by a Zookeeper as his mother was not able to care for him. Arashi, has grown up in close contact with the rest of the troop and is recognized as a member of the family. He has not yet joined the troop in the outdoor exhibit (they are together inside) but can often be seen playing with Usagi in the chute that joins the yard with the macaque building.

A female Red Wolf has been identified by the Species Survival Plan as the recommended mate for NEW Zoo male Tamaska. His former mate, Laurel, died recently as a result of an extremely aggressive cancer. Plans are underway for the transport of a female from an AZA accredited facility in North Carolina.

A new fulltime Zookeeper joined the staff of the NEW Zoo in August. Drew Dinehart comes to us with 4 years of professional AZA experience as a Zookeeper. Elizabeth Johanek was promoted from a limited term position (entry level Zookeeper) to fill a second Zookeeper position opening. We are happy to welcome Drew and to congratulate Elizabeth!!